

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Meeting

July 14, 2016

MINUTES

Selectmen: Christopher P. Shipp (absent with prior notification), Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett (absent with prior notification), Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator; and Hope K. Kokas, Administrative Assistant.

I. CALL TO ORDER: Russ called the meeting to Order at 7:00 P.M.

II. PLEDGE OF ALLEGIANCE:

III. REVIEW / APPROVAL MINUTES: Paul requested to amend the July 7th minutes, page 3, Citizen Input, striking *middle school* and replacing it with *elementary school*, and Made the Motion to approve the July 7, 2016 meeting minutes as amended. Jean Seconded. The Motion carried Unanimously.

IV. NEW BUSINESS:

1. Review for Action: Consent & Signature File as of July 14 2016:

7/14/16	Cemetery Deeds (2) Lots 272 & 273	Shannon Cemetery
7/14/16	2016 Charitable Exemption – Camp Tecumseh	

Paul Made the Motion to approve the Consent & Signature File for July 14, 2016. Jean Seconded. The Motion carried Unanimously.

2. Review for Action: GASB-45 Report: Walter explained that the Town is meeting the GASB obligation, which recognizes the Town's liability on OPEB (other post-employment benefits [not including pension]) in state and local government financial statements. He reminded the Board that even though the Town doesn't pay for health or dental insurance for retirees, they must be considered of the same group as active employees for purposes of determining medical insurance premiums. The Selectmen had no questions.

3. Review for Action: Vachon Clukay & Co., FY2015 Audit Review Report: Jarrod Vartanian reported to the Selectmen that he has been the engagement partner for the Town and has 12-13 years of experience working on the yearly audit. He explained that the Government Communication Letter to the Selectmen is required and summarizes the auditors' findings. Mr. Vartanian reported that there were no signs of audit adjustments needed, and the auditors found the Town's staff very cooperative as usual. He added that there is a new standard, GASB-68 (similar to GASB-45), which is an accounting report on pensions, requiring that the Town's share of unfunded state pension amounts must be reported in the Town's financial statement. The Town's net pension share is 0.199% of the statewide amount, approximately \$4 million. Mr. Vartanian explained that there is no implementation yet. Paul asked and Mr. Vartanian confirmed, that the real liability would exist if the state's pension fund became insolvent or over whelmed. The Internal Controls section of the report found no deficiencies or findings, which has been the case

for the past 3 years. One aspect that they looked at based on the Town's Internal Control Policy (#22), Attachment 1, which describes cash management. Based on this the auditors requested information on each department regarding petty cash and change drawers. The Town's Financial Advisor, Nancy Woods told the Board that she questioned each department, and found no petty cash drawers, but only change drawers for cash transactions. Mr. Vartanian explained about the Financial Statements of the report, stating the auditor's opinion of the Town's financials is at the highest level. He told the Selectmen that they can feel secure that the financial reports they receive are accurate and reliable decisions can be made based on them. Walter told the Selectmen that the Financial Director, Heidi Davis had planned on attending the meeting but went home due to illness. Mr. Vartanian pointed out that there is a \$14 million cash increase due to the change of the tax billing due dates from previous years. The Unassigned Fund Balance is at \$5.6 million, which is above the 12.5% Fund Balance Policy cap. Jean asked if the auditors had any concerns. Mr. Vartanian replied that the accounting software is difficult. Walter suggested that this is something that should be looked at for 2017. Mr. Vartanian reported that the Town Clerk and Tax Collector's audits were also very good. Discussion occurred about department credit cards, Walter adding that he made it clear that they are to be used for only emergency purposes, or to obtain better pricing. The Selectmen thanked Mr. Vartanian for attending the meeting, and also Nancy and Heidi on a job well done.

4. Review for Action: Restoration of Involuntarily Merged Lots, MBLU 263-003: Russ asked if Board members had any questions, adding that per Bonnie Whitney's memo dated July 8th, this has been reviewed by the Land Use office, Assessor, and Tax Collector. Paul Made the Motion to approve the restoration of the involuntarily merged lots, which is now known as Map 263 Lot 3, formerly known as Map 5 Lot 5, subdivision lot numbers 3 and 4, adding that that there is potential for a civil issue stemming from the language restricting lot(s) future use, and there is no guarantee by this action that these now separate entities will meet permitting requirements for septic systems or other development criteria that would allow their use as residential lots. Jean Seconded and the Motion carried Unanimously.
5. Review for Action: Policy #5, Investment Policy Annual Review: Walter reported that by statute it is required that the Selectmen review the Investment Policy yearly. He added that it has been reviewed by the Treasurer, Heidi and himself and no changes are recommended. Paul Made the Motion to approve Policy #5, 2016 Investment Policy. Jean Seconded and the Motion carried Unanimously.
6. Review for Action: Primex CAP Program: Walter explained that Primex is offering a 3 year cap program for the Workers' Compensation Program and the Property and Liability Program. The cap would be no more than 10% of the prior year's premium. He added that historically the premiums haven't exceeded 10%. Although it isn't a tremendous advantage, the premiums can change significantly based on a loss or a spike for Workers' Compensation. Walter told the Board that there aren't any other alternatives, as insurance companies in the private sector's rates would be much higher. Paul agreed. Jean Made the Motion to approve the three year cap program with Primex for the Workers' Compensation and the Property & Liability Program as described. Paul Seconded and the Motion carried Unanimously.
7. Review for Action: Non-Public Minutes Review: Walter told the Board that the review would need to be done during Non-Public Session. Paul suggested and the Board agreed to table this item until all members were present. Walter informed the Selectmen that

some of the non-public minutes are missing and some were released due to being time sensitive. Tabled by Consensus.

V. OLD BUSINESS: None.

VI. OTHER BUSINESS:

1. Board Update Reports: 1) Paul reported that the Master Plan Steering Committee met on Tuesday and they revised the draft, which will go before the Planning Board July 27th. 2) Russ reported that the Planning Board met and they have postponed the review of proposed zoning amendments and the site plan. Interim Planner Jerry Coogan will attend the mid-August meeting.
2. Town Administrator's Report: Walter reported that the intersection project at Old Route 109 and 25 will begin next week. Also, the pole was relocated at the Far Echo and Neck Road intersection and the Co-op is scheduled to move the power lines next week. Russ asked if Walter talked with the abutter of the intersection project on Route 109 and 25 regarding the old well. Walter said that he was unable to find it. Russ provided him with a description of where to look. Walter said he continues to work with Jean on revising the Personnel Handbook, and will send a draft to Attorney Rice for comments and then it will return to the Board for their review at the August work session. The DPW Search Committee met on Tuesday and interviewed 5 candidates. Their experience range from existing road agents, DPW director, civil engineers, and with business experience. One additional interview will take place on Tuesday, July 19th. The committee expects to make their recommendation to the Board by August 4th. The Board retreat is scheduled for Thursday, July 21st, 2 p.m. at Town Hall. Walter provided the Board with a photo and the schematics of the proposed donated bench to be located at Long Island Beach. The donor will purchase the bench and have it shipped to the Town for installation which will require concrete footings, as it will be placed on the beach. NH DOT has advised that Moultonboro Neck's fog line/Pathway delineation is not scheduled to be done due to other priority routes and the lack of seasonal help. Walter told the Selectmen that Chief Wetherbee and others have expressed safety concerns over the missing and faded lines. Pathway Committee members and residents have been contacting DOT expressing their concern about the safety hazard. He suggested drafting letters to the Town's State Representatives asking if they can provide assistance in order to move this up in DOT's priorities. Walter suggested to the Selectmen that they issue a memo to all Boards, Committees, Commissions, etc., regarding their position on live streaming their meetings, i.e., "The Board strongly encourages them all to stream their meetings." Russ said he was in opposition to this. Jean said that she would oppose making it mandatory, but could support the wording of encourages streaming. She added that members of the ABC didn't want their meetings streamed. Paul was in favor of the memo. Walter said he will issue the memo next week.
3. CIPC Minutes, June 16 & 23, 2016: Acknowledged.
4. Heritage Commission Minutes, June 21, 2016: Acknowledged.
5. Trustees of the Trust Funds Minutes, June 22, 2016: Acknowledged.
6. Planning Board Minutes, June 22, 2016: Acknowledged.

VII. CORRESPONDENCE: None.

VIII. CITIZEN INPUT: None.

- IX. NON-PUBLIC SESSION:** Paul Made the Motion for the Board to go into Non-Public Session per 91-A:3 II (a), for dismissal, promotion, compensation or discipline of a public employee and to return for the sole purpose to adjourn. Jean Seconded. A roll call was taken: Paul – Aye; Jean – Aye; Russ – Aye. The Motion carried and the Selectmen went into Non-Public Session at 7:47 p.m.

The Board exited Non-Public Session at 8:04 p.m. Paul Made the Motion to seal the minutes. Jean Seconded and the Motion carried Unanimously.

- X. ADJOURNMENT:** Paul Made the Motion to Adjourn. Jean Seconded.
Motion Carried Unanimously.
Russ adjourned the meeting at 8:05 p.m.

Christopher P. Shipp
Approved

7/28/16 Hope K. Kokas
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant